

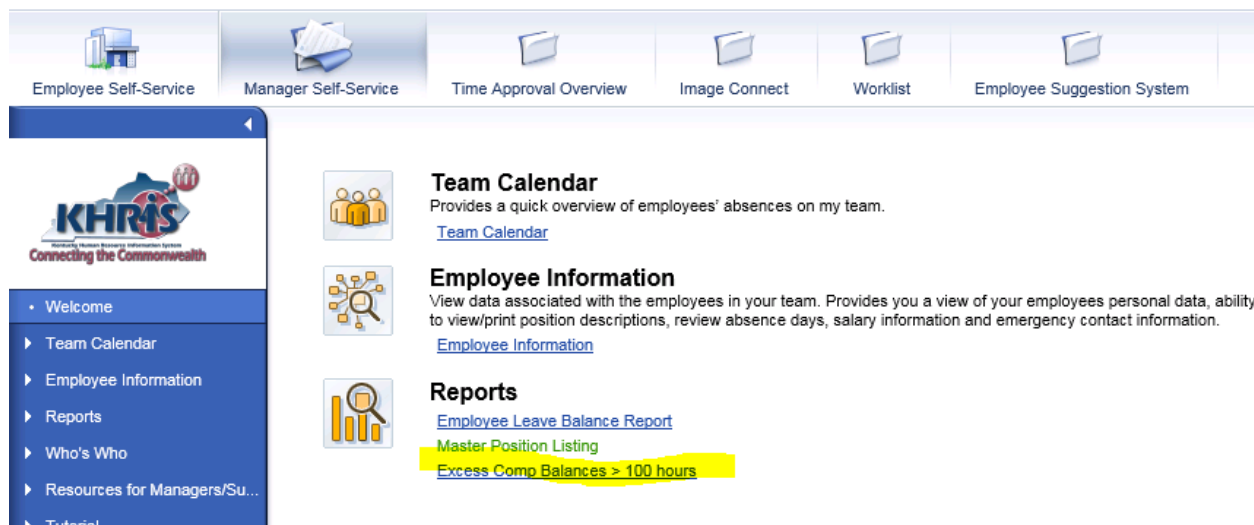
Compensatory Hours Greater than 100 / Annual Hours Less than End of Year Maximum Reporting Instructions

101 KAR 2:102 and 101 KAR 3:015 state that an appointing authority may require an employee who has a balance of at least 100 hours of compensatory leave to use compensatory leave before the employee's request to use annual leave is granted, unless the employee's annual leave balance exceeds the maximum number of hours that may be carried forward. To assist agencies, a variant has been created to report on and identify these employees.

The report of Excess Comp Hours > 100, Annual < End of Year Max can be executed in one of two ways. Managers with access to Manager Self-Service (MSS) can execute the report directly within the MSS application. [Aside from the below instruction, a separate report instruction document has been made available to managers through MSS, selecting Manager Resources from the welcome screen.] The report can also be executed directly in the KHRIS using an existing report with a variant created for pulling the information. The instructions below will provide you with the specific information.

Manager Self Service – MSS

When logging into the KHRIS portal, those managers with access to Manager Self-Service will see the link to execute this report from the main MSS screen. The new report is listed in the Reports section of the screen as identified below:



Click on the link “Excess Comp-Reports > 100 hours”. The run-time selection parameter screen will be displayed. You can execute the report by selecting a pernr or grouping of pernr, or a specific cost center. The report display is as follows:

Time Evaluation Messages Display

Menu ◀ Back Exit Cancel System Details Sort in Ascending Order

Time Evaluation Messages Display				
MessTy	Message long text	PersNo	Employee/Appl.Name	... Logical date
ZL	Comp > 100, Annual < End of Yr. Max			SA 04/16/2016

KHRIS Application

To execute the report directly within KHRIS, use the following TCODE:

PT_ERL00 – Time Evaluation Messages:Analysis

Select run-time variant 00_EXCESS_COMP

The screen is displayed below:

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today
☒ Other period

Data Selection Period To
 Person selection period To
 Payroll period

Selection


Personnel Number
 Employment status
 Payroll area
 Cost center
 Organizational unit

Error attributes












Category of Message Type to
 Number of Message Type to

Layouts

You can run this for an individual or group of pernr's and/or cost centers as highlighted above. The report will be displayed as follows:



Time Evaluation Messages Display

Time Evaluation Messages Display

MessTy	Message long text	PersNo.	Empl./Appl.Name	CD	Logical date
ZL	Comp > 100, Annual < End of Yr. Max			FR	04/01/2016

NOTE: This report should be run periodically during the payroll cycle to identify those individuals who meet the criteria.